

JOB ANNOUNCEMENT

City of Takoma Park Housing and Community Development Department

Code Enforcement Inspector
FULL-TIME

GRADE 28

Salary Range: \$41,067 - \$45,630

Hourly Range: \$19.74 - \$21.94

Depending on Qualifications

+ Excellent Benefits

The City of Takoma Park is seeking a Code Enforcement Inspector. Under general supervision, selected individual inspects properties, responds to complaints, informs property owners of appropriate action to be taken to comply with the requirements of the law, and conducts enforcement activities as directed.

TYPICAL DUTIES:

- Enforces the City's property nuisance and property maintenance ordinances.
- Conducts required property maintenance, health, and safety inspections.
- Schedules meetings with property owners to assure that corrective action has been taken; informs owners of potential consequences if corrective action is not taken.
- Completes required paperwork work, filing and associated data entry.
- Writes citations and provides testimony in court.
- Attends neighborhood and community meetings as required.
- Answers questions regarding all aspects of the work.
- Assists in the development and delivery of outreach and education initiatives.
- See Class Specification for additional job duties.

MINIMUM QUALIFICATIONS:

Associate level degree in a related field; and, one to two years of related experience or any combination of education, training and experience which provides the required knowledge,

skills, and abilities to perform the essential functions of the job.

Valid State Driver's License.

SELECTION PROCESS:

Phase 1: Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the position. Application evaluation may involve written test and/or other appropriate screening tools.

Phase 2: Interview - Applicants will be interviewed by a team.

Phase 3: Employment Background Check - Employment background check will consist of reviewing past and current job performance, driving records, and criminal background check. Applicant must pass a routine drug and alcohol screening.

Applicant must score satisfactorily on all phases in order to qualify for the position.

CLOSING DATE:

Position is open until filled; first review of applications will be April 30, 2012. Submit completed City application, letter of interest, and resume to Human Resources, City of Takoma Park, 7500 Maple Avenue Takoma Park, MD 20912 or fax to 301-270-4568. Applications are available online at www.takomaparkmd.gov

Takoma Park is an Equal Opportunity Employer.
